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ABSTRACT

This student guide, to be used with the student's family, teachers, and school counselor contains a step-by-step process for determining appropriate career pathways related to the student's interests and abilities and careers that incorporate those characteristics. The career pathways identified in the guide are as follows: (1) arts, communications, and humanities; (2) business systems; (3) engineering and industrial systems; (4) health services; (5) natural resources; and (6) social and human services. Learning activities and exercises include the following: how to decide on a career pathway; identifying interests, talents, and abilities; gathering career information; what to expect at work; monthly expenses and income needs; setting priorities; making an initial career pathway selection; identifying careers to explore; completing a course plan and individual career pathways plan; connections between classes and careers; course plans of study; individual career pathways plan for grades 6-14; exploring career preparation choices; and evaluating educational options beyond high school. (KC)

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ED 417 317

Career Pathways

A Guide for Students and Families

CE 076 041

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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A Message To Students...

This Student Guide is for you to use with your family, your teacher, and your school counselor. The exercises and information in the guide will help you make a decision about a *Career Pathway* to pursue and appropriate school courses for that *Pathway*.

What Are *Career Pathways*?

Career Pathways are a way for you to organize your classes and other activities to help you explore careers of interest to you. Career options within a Career Pathway are grouped because many of the people in those careers share similar interests, talents, and abilities. These careers require different levels of education and training.

Are *Career Pathways* Only for Certain Students?

Career Pathways are for **all students**. By selecting a *Career Pathway*, you can prepare for the future, no matter what your interests, skills, or talents may be.

How Can *Career Pathways* Help You?

A *Career Pathway* will help you prepare for the future. A *Career Pathway* can help you choose courses, activities, and part-time employment. A *Career Pathway* will also guide your participation in work-based learning experiences such as internships and cooperative education.

What If You Change Your Mind?

A *Career Pathway* choice is not permanent. As you experience new things, you may discover new interests and talents. If you decide on a new *Career Pathway*, you should discuss it with your teacher and counselor and they will help you select the new *Pathway*.

How Can Your Family Help?

Grades 6 and 7

- By attending school orientation activities
- By taking a tour of the school
- By knowing when grade reports are due
- By attending family/teacher/student conferences
- By knowing how to contact your teacher and school counselor

Grades 8 and 9

- By attending family/teacher/student conferences
- By knowing your teacher and counselor
- By attending school orientation activities
- By knowing what classes you are enrolled in
- By knowing when grade reports are due
- By asking about opportunities for courses that offer college credit and relate to your *Career Pathway*
- By discussing long-range career plans and education opportunities like tech prep, college prep, military, and technical training
- By reinforcing your attendance at school
- By helping you study and do your homework

Grade 10

- By helping you develop a 4-to-6 year plan of study, assisted by your teacher and your school counselor
- By knowing graduation requirements
- By knowing your teachers and school counselor
- By reviewing and understanding the requirements for graduation
- By exploring opportunities for technical training, tech prep, and cooperative education
- By understanding availability of vocational student organizations and other leadership development clubs
- By stressing the necessity of staying in school and receiving a high school diploma
- By helping you study and do your homework
- By knowing when report cards and progress reports are due

Grade 11

- By checking on college entrance test dates and registration
- By reviewing your 4-to-6 year plan of study with you
- By reviewing specific entrance requirements for postsecondary education and training programs with you
- By reviewing graduation requirements and making sure you are on target
- By checking on financial aid and scholarship opportunities
- By knowing dates for financial aid application
- By knowing your teacher and school counselor

Grade 12

- By checking due dates on scholarships and other financial aid and by rechecking graduation requirements
- By obtaining various financial aid forms by November of your senior year
- By knowing your teacher and school counselor
- By completing all financial aid forms
- By completing necessary applications as soon as you have reached a decision about postsecondary education and training
- By checking your completed applications, résumé development, and interviewing skills

What *Career Pathways* Are Available?

Arts/Communications/Humanities

Occupations in this *Career Pathway* are related to the creative, visual, craft, and performing arts. Consider this *Pathway* if you are interested in pursuing a career in music, journalism/broadcasting, graphic design, interior design, or printing.

Business Systems

Occupations in this *Career Pathway* are related to business operation, administration, management; and marketing and sales. Consider this *Pathway* if you are interested in pursuing a career in accounting, financial management, administrative support, or retail/wholesale sales or management.

Engineering/Industrial Systems

Occupations in this *Career Pathway* are related to the technology necessary to design, develop, install, and maintain electrical, mechanical, and structural systems. Consider this *Pathway* if you are interested in pursuing a career in the building trades, architecture, engineering, or automotive services.

Health Services

Occupations in this *Career Pathway* are related to the diagnosis and treatment of diseases, disorders, and injuries; laboratory technology; nursing; and therapy. Consider this *Pathway* if you are interested in pursuing a career in medical/dental assisting, veterinary medicine, nursing, or physical therapy.

Natural Resources

Occupations in this *Career Pathway* are related to the natural sciences, agriculture, and the environment. Consider this *Pathway* if you are interested in pursuing a career in agricultural operations/farm management, wildlife biology, forestry management, or groundskeeping.

Social/Human Services

Occupations in this *Career Pathway* are related to hospitality, personal and customer services, social services, education, legal services, and protective services. Consider this *Pathway* if you are interested in pursuing a career in education, law enforcement, social service, or culinary arts.

How Do I Decide Which *Career Pathway* Is for Me?

There are four steps involved in the *Career Pathway* Planning Process. Your teacher, school counselor, and family members will guide you through this process.

1. **Identify Interests, Talents, and Abilities**

   a. Identify interests
   b. Assess skills and abilities
   c. Outline extracurricular and school experiences
   d. Determine career expectations

2. **Gather Career Information**

   a. Research career fields
   b. Explore career possibilities
   c. Identify required education and training
   d. Examine work environment, salary range, and employment outlook

   Consider the possible careers in each *Pathway* in relationship to your interests, abilities, and talents. If you would like to learn more about a specific career, talk to your teacher and counselor. They can help you find resources.

3. **Make an Initial *Career Pathway* Selection**

   a. Combine self-knowledge with career information
   b. Develop and practice decision making/action planning skills
   c. Set short-term, realistic goals
   d. Develop an alternative plan

   Decide which *Career Pathway* seems to fit you best. (You do not have to decide on a specific job that you want to pursue.)

4. **Complete a Course Plan and Individual *Career Pathways* Plan**

   a. Select high school courses that are related to your *Career Pathway*
   b. Develop an initial plan for after high school
   c. Review and update your *Career Pathways* Plan

Step 1. Identify Interests, Talents, and Abilities

Career Pathways **Self-Inventory**

The **Self-Inventory** will help you identify your interests and abilities as well as things you might like to do in a job. There are three parts to the **Self-Inventory**.

Part One.

List courses in school you have done well in and/or enjoyed.

_____

_____

List work experiences (paid or unpaid) that you have found interesting and enjoyable.

_____

_____

List special achievements, awards, or certificates that you have earned.

_____

_____

List special interests, talents, and/or hobbies.

_____

_____

List clubs and organizations to which you belong or have belonged.

_____

_____

Personal strengths/characteristics: Check the five words below that best describe you.

❑ Practical	❑ Creative	❑ Responsible	❑ Independent
❑ Innovative	❑ Confident	❑ Ambitious	❑ Adventurous
❑ Courageous	❑ Analytical	❑ Dramatic	❑ Well-organized
❑ Scientific	❑ Friendly	❑ Accurate	❑ Observant
❑ Helpful	❑ Conscientious	❑ Precise	❑ Outgoing
❑ Thrifty	❑ Scholarly	❑ Understanding	❑ Patient

Additional strengths/characteristics: _____

Part Two.

Check the items below that you think you would like or dislike doing on the job.

Job Characteristics	Like	Dislike
1. Being physically active	_____	_____
2. Working with machines and equipment	_____	_____
3. Dealing with people in a business setting	_____	_____
4. Making decisions	_____	_____
5. Helping and/or caring for people	_____	_____
6. Working with detail in words and numbers	_____	_____
7. Being creative	_____	_____
8. Following an organized routine	_____	_____
9. Working skillfully with your hands	_____	_____
10. Computing numbers	_____	_____
11. Leading and influencing people	_____	_____
12. Creating literary or visual arts and crafts	_____	_____
13. Doing research in the physical and life sciences	_____	_____
14. Helping visitors, travelers, and customers	_____	_____
15. Performing detailed tasks	_____	_____
16. Keeping others safe from harm	_____	_____
17. Using scientific and technical ideas	_____	_____
18. Selling products or services to people	_____	_____
19. Understanding words and communicating	_____	_____
20. Using mechanical principles to solve problems	_____	_____

Part Three.

Read each of the sets of questions below. They describe different types of people and different things people might do on a job or in a career.

Think about all of the questions in each set. If most of them apply to you write "yes" on the line. If some of them apply, write "sometimes." If hardly any apply, write "no."

_____ A. Are you a creative thinker? Are you imaginative, innovative, and original? Do you like to communicate ideas?

_____ B. Do you enjoy planning activities for others and talking with people? Do you like to work with numbers or ideas? Do you like things around you to be neat and orderly?

_____ C. Are you mechanically inclined and practical? Do you like to use your hands and build things? Are you curious about how things work?

_____ D. Do you like to care for people or animals who are sick or help them stay well? Are you comfortable making decisions under pressure?

_____ E. Do you enjoy being outside? Are you practical, curious about the physical world, and interested in plants and animals? Do you like to be physically active? Do you like to observe, learn, investigate, or solve problems?

_____ F. Are you friendly, open, outgoing, understanding, and cooperative? Do you like to work with people to help solve problems? Is it important to you to do something that makes things better for other people?

*Remember this information that you've gathered by taking the **Self-Inventory** as you work through the Student Guide. It will help you as you continue the decision-making process.*

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Step 2. Gather Career Information

Making a career decision requires you to believe in yourself and to believe that your decisions determine your future. One way to take control of your future is by using a *Career Pathway* to prepare you for a career. Take the quiz below to find out what you know about making a career decision.

Career Planning Quiz

True or False: Circle the best answer.

1.	Most people have the ability to do well at any jobs they choose.	T	F
2.	Except for the income it provides, your job has little to do with your way of life.	T	F
3.	There is only one job that is right for you in terms of your abilities.	T	F
4.	The typical worker will work in several occupations during his or her lifetime.	T	F
5.	Apprentices are paid while they learn their craft.	T	F
6.	More than two-thirds of all existing jobs do not require a college degree.	T	F
7.	Programs at a two-year community college are limited to students who want to transfer to a four-year college.	T	F
8.	Working in a job is the only way you can find out whether you like it or not.	T	F
9.	Generally, the earlier you choose your life's work, the better.	T	F
10.	The higher a skill level you attain, the more likely you are to find a job.	T	F
11.	Most jobs in high tech electronics and with computer companies require an electrical engineering background.	T	F
12.	Most people find their jobs through newspaper ads.	T	F

13. Mailing résumés is the best way to contact a large number of employers. T F

14. The job interview is not the most important part of the job hunt. T F

15. Generally speaking, the more education you have, the more likely you are to find a job. T F

16. The best way to get a job is to wait until the right opportunity comes along. T F

Multiple Choice: Choose the best answer.

17. Which is the best way to begin planning your career?
    a. Decide what you think is most important in life.
    b. Look at what is available on the job market.
    c. Take tests to find out what you should do.

18. If you are interested in so many occupations that you cannot make up your mind, you should first:
    a. Try out as many jobs as you like.
    b. Find out more about each occupation.
    c. Try one and stick with it if you like it.

19. You have been accepted by two colleges. One costs more than the other. You can't decide which to attend. The first thing to do is:
    a. Make a list of what you expect to get out of college and compare the list to what the colleges offer.
    b. Choose the less expensive one.
    c. Choose the more expensive one and write to the financial aid office there.

20. Which best describes job opportunities 10 years from now?
    a. Most jobs will require four or more years of college.
    b. There will be a greater number of jobs for unskilled workers.
    c. There will be a greater number of jobs for those with technical skills beyond high school.

21. Which of the following is probably the best way for you to find out whether you would like the work of a carpenter?
    a. Ask a counselor.
    b. Talk to a building contractor.
    c. Get "hands on" experience through various adult education courses or work experience.

Career Planning Quiz Answers

True/False

1. FALSE - Many jobs require a mastery of specific skills. This stops many people who may never be able to learn the skills necessary for success on a particular job.
2. FALSE - People's jobs may influence where they live, who their friends are, and what they do for fun.
3. FALSE - Your abilities may qualify you for several different types of jobs. These jobs may or may not be similar.
4. TRUE - People frequently change jobs in which they basically do the same thing for different employers. More often than not, your interests and skills will change as you grow and mature, and your jobs will change with them.
5. TRUE - Apprentices in many trades are paid a percentage of current journey worker's wages until they have completed their training.
6. TRUE - Projections to the year 2000 are that 30 percent of all future jobs will require a college degree. Further, 52 percent of all jobs by the year 2000 will require at least one year of college or vocational training.
7. FALSE - Community colleges offer a variety of courses, including vocational training, in addition to academic offerings.
8. FALSE - There are many ways to experience an occupation you might be interested in: work study programs, volunteering, job shadowing, reading about it, and talking to people in the field.
9. FALSE - This might have been true a generation or two back, but new technologies are changing today's work world rapidly. New fields of study such as bioengineering and microelectronics present fresh opportunities for exciting careers.
10. TRUE - Employers prefer to hire a person with a high skill level. The higher the skill level you have, the more creativity you probably will be allowed on the job.
11. FALSE - Many of the jobs in these firms are technical positions. About 15% are clerical and 20 - 45% are jobs that require machine operation or assembly skills.
12. FALSE - Most jobs are filled by walk-in applicants who hear about an opening by word of mouth, or they are filled by applicants who make frequent follow-up visits or telephone calls.
13. FALSE - Most employers and successful job seekers say direct contact by telephone or in person is the best method for making the first contact.
14. FALSE - The person-to-person job interview is the most important factor in getting the job. You can really sell yourself in a job interview if you are well prepared. You can also ruin your chances - even though you have the right credentials - by making a bad impression. Preparation for the job interview is vital.
15. TRUE - While education doesn't guarantee employment, the fact is that the unemployment rate for those who have not graduated from high school is a lot higher than the unemployment rate for high school graduates. College and vocational school graduates have the lowest unemployment rate of all.
16. FALSE - Often, accepting a part-time position that is not your first choice will at least get your foot in the door. Later, you may be able to change jobs within the company and move up to a position that better meets your career goals.

Multiple Choice

17. (A) - Determining your desires should be the starting point. Next, B and C will add direction for you.
18. (C) - Good decision making is based on having a broad range of knowledge. It is not always possible to have on-the-job experience. For example, it would be impractical to spend a day working as a miner in a commercial mine. When you have many interests, reading can provide much of the information you will need to narrow your choices. Also, talk to the people in the field in which you are interested.
19. (A) - No two colleges are exactly alike; some will meet your needs better than others. An across-the-board comparison of curricula, composition of student body, faculty, and living conditions will provide the base of information leading to a more satisfactory decision.
20. (D) - The skill requirements for jobs are rising each year due to advancing technology. While there will be numerical growth in most occupational categories, the proportion of greatest growth will occur in professional and technical occupations. Your chances of success are far better if you have a needed vocational skill or college degree.
21. (C) - Having narrowed the field down to one interest, the practical experience of working as a carpenter's helper is ideal. You could also take a course.

What to Expect When You Go to Work

Employment today is far different than a few years ago. In the past, people often spent their entire career with a single employer. Competitive conditions have changed employment today. Following are some things you should think about when making a career decision.

Planning a Career and Finding a Job

Temporary Jobs Are Increasing in Numbers

Many individuals now finishing school will begin their careers with temporary jobs. Many of those jobs will be arranged through a temporary service. Moving from employer to employer provides individuals with good work experience and increases their chances of being hired permanently.

Job Search Takes Longer

Up to 6 months after graduation, some graduates still may be searching for a job. Despite this delay, reports show that graduates eventually do get jobs.

Lesser Known Employers Are the Best Prospects

In the 1990s, several major corporations were involved in downsizing. A good chance for a job may be in a mid- or small-sized company. This may be an organization that you have never heard of.

Candidates for Jobs Must Work Harder

Years ago, a résumé and a letter of application would lead to an interview. Now it may take several contacts and unique job search techniques to get an interview.

Careers Are More Difficult to Plan

Individuals work in a number of jobs and in several career fields during a lifetime. Plan intelligently, check to see if there are enough jobs in your selected career field, and investigate the job market.

Two-Job Careers Are More Common

Today, 6 percent of all workers hold a second job and the proportion is growing.

The Changing Workplace

What Workers Do Today Can Be Done Almost Anywhere

Technology and information transfer through global computer networks, fax machines, and express mail make the geographical location of a business less important than in the past.

Success is Linked to Improving Every Process, Product, and Procedure

Constant improvement is a requirement to having a job and holding a competitive advantage.

Continuous Learning Is a Requirement for All Employees

Basic skills are entry-level credentials. How one learns is as important as what one knows. Long-term employees need to improve their basic skills and learn new skills.

Service Quality Is as Important as Product Quality

Product quality is built into most products because of the establishment of international quality standards. Consumers, however, make decisions based upon customer service, speed, and price.

People and Jobs Are Transportable because of Transportation and Technology

People and commodities are able to move 24 hours a day by air. Work and employees can be moved on demand.

Employees Need to Be Responsible for Their Own Learning

Because learning expands the worker's ability to solve problems, self-directed learners are more of an asset than a liability to an employer.

Skills Employers Want

Learning to Learn

Knowing how to learn is a fact of life. As technology creates shifts in the job market, employees must often be retrained.

Reading, Writing, and Computation

Employees spend an average of 1 1/2 to 2 hours per workday reading forms, charts, graphs, manuals, and computer terminals.

Communication: Listening and Oral Communication

A key factor in workplace success is communication skills, which includes the five listening skills: listening for content, to follow directions, to conversations, for long-term context, and for emotional meaning.

Adaptability: Creative Thinking

Creative thinking involves problem-solving and group team building skills.

Self-Esteem, Goal Setting/Motivation, and Personal/Career Development

An employee's effectiveness in the workplace can be linked directly to positive self-esteem and successful personal management.

Interpersonal Skills, Negotiation, and Teamwork

The team approach is often linked to higher productivity and product quality as well as to the overall quality of work life.

Organizational Effectiveness and Leadership

Employers need employees who are leaders, can assume responsibility, and are able to motivate co-workers.

Employment Trends

- On average, employment will grow faster in jobs that require the most education and training.

- By the year 2000, 86 percent of all jobs will require some education beyond high school; however, more than 70 percent of the jobs in the United States will not require a bachelor's degree.

- Most employment growth will be in three industries:

  Health services
  Registered nurses will be in demand to serve older citizens in nursing or home health care centers. Nursing aides and orderlies will be in demand because of an emphasis on rehabilitation and an aging population.

  Retail trade
  More people are employed as salespersons than any other occupation. Personal service is a primary goal in the marketing strategy of retailers. Because turnover is high in many sales occupations, replacement needs will create many job openings.

  Business services
  Management consulting is a rapidly expanding field. Industries in which general managers account for the largest number of jobs include investment and insurance. Clerical occupations will account for many job opportunities in the coming years. If you have basic computer skills and are familiar with office machines, you will be especially attractive to employers. Secretaries with strong skills are highly valued.

- Today's workplace requires advanced technical skills and the ability to understand complex theories and processes in rapidly changing and emerging technologies.

- The latest data from the U.S. Census Bureau show that the persons with the most education generally report the highest average annual earnings.

Monthly Expenses and Income Needs

When you make a career decision, one of the things to think about is how much money you'll earn. No matter how much you earn, you'll need to develop a budget and stick with it. Work out the budget below. Your teacher and family members can help you.

Minimum Monthly Expenses

1.	Rent/House payments (including insurance)	$ _____
2.	Food	$ _____
3.	Utilities	
	Electricity	$ _____
	Water/Garbage pickup	$ _____
	Gas/Heat	$ _____
	Telephone	$ _____
4.	Child care	$ _____
5.	Car expenses	
	Payments	$ _____
	Gasoline	$ _____
	Maintenance and repairs	$ _____
	Insurance	$ _____
6.	Loan payments (including credit cards)	$ _____
7.	Health insurance	$ _____
8.	Clothing	$ _____
9.	Cable TV	$ _____
10.	Miscellaneous additional	
	Spending money	$ _____
	Household expenses	$ _____
	Recreation	$ _____
	Other	$ _____
Total Monthly Expenses		**$** _____

Now, based on your total monthly expenses, how much money (gross, not take home) do you need to make a month?

$ _____ or $ _____ per hour

Estimates based on 40 hours per week for a month (22 1/2 work days):

Wage Per Hour	Estimated Take Home	Monthly Gross	Yearly Gross
$ 4.00	$ 596	$ 720	$ 8,640
$ 5.00	$ 765	$ 900	$ 10,800
$ 6.00	$ 918	$ 1,080	$ 12,960
$ 7.00	$ 1,008	$ 1,260	$ 15,120
$ 8.00	$ 1,152	$ 1,440	$ 17,280
$ 9.00	$ 1,296	$ 1,620	$ 19,440
$ 10.00	$ 1,440	$ 1,800	$ 21,600
$ 12.00	$ 1,728	$ 2,160	$ 25,920
$ 15.00	$ 2,160	$ 2,700	$ 32,400

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Setting Priorities

Many factors go into making a career decision. How much money will you make? Will you like what you are doing? Will you have to travel? Will you be able to do the work? Your career decision will affect all areas of your life: your friends, where you live, the kinds of recreational activities you enjoy, and even the clothes you wear! Setting priorities may not be easy, but it can help you to make a wise, informed decision and find an occupation that will contribute to your happiness and satisfaction in life.

Below are factors that can influence a career decision. Rank them from 1 - 7 by how important they are to you when you think about a career. For example, if you want to make a lot of money, you would rank "Earnings" as 1 or VERY important.

1	2	3	4	5	6
VERY important					**NOT VERY important**

____ **Education Level.** How much education are you willing to get? Some occupations will require several years of university-level schooling, but others require minimal technical training.

____ **Earnings.** Many people want to make a lot of money. However, other things may be more important to whether or not you enjoy a job. If you try only for high-paying jobs, you may not be able to find something that suits your interests and abilities.

____ **Hours.** Some jobs require travel or working nights and weekends. If you only want to work "regular" work hours (8 to 5, Monday through Friday), you may want to consider only occupations that do not require working extra hours or different shifts.

____ **Interests.** What you like to do has a big impact on job choices. The more your interests match your work, the more satisfied you will be.

____ **Physical Demands.** This deals with the amount of physical strength needed to do a job each day. Sometimes it is necessary to use extra effort on a job. Some jobs require little exertion and no lifting. Other jobs require very heavy physical exertion and handling heavy loads on a regular basis. Lots of jobs fall somewhere in between.

____ **Future Outlook.** Future outlook is a prediction of how many jobs there will be in the near future. It will tell you whether there will be an increase in the demand for trained workers, or whether the demand will stay the same or decline.

Step 3. Make an Initial *Career Pathway* Selection

The next pages provide information on jobs related to each *Career Pathway*.

Look at each of the 6 *Career Pathways*. Place a check (✔) beside occupations that you think meet your interests and priorities. As you do this, keep in mind what you found out in the **Self-Inventory** in Step One and the exercises you did in Step Two.

Arts/Communications/ Humanities

People in these jobs are creative, like to write or draw, and enjoy talking to others. They might have the following careers…

Copywriters
Reporters or broadcasters
Recording engineers
Technical writers

Artists
Designers
Photographers
Typesetters

Actors
Dancers
Musicians

Business Systems

People in these jobs enjoy arranging and leading activities, are organized, and like to have clear directions. They might have the following careers…

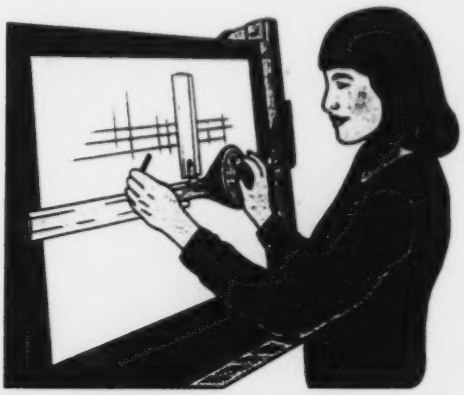
Advertising agents
Retail managers
Salespersons

Administrative assistants
Bookkeepers
Secretaries

Accountants
Financial managers
Hotel managers

Engineering/ Industrial Systems

People in these jobs enjoy designing and building things and like to figure out how things work. They might have the following careers…



Architects
Drafters
Engineers

Carpenters
Electricians
Plumbers

Automotive mechanics
Electronics technicians
TV/Radio repairers

Health Services

People in these jobs enjoy caring for others, are friendly, and can make good decisions. They might have the following careers…

Dental assistants
Emergency medical technicians
Medical laboratory technicans

Licensed practical nurses
Registered nurses

Dentists
Optometrists
Physicians

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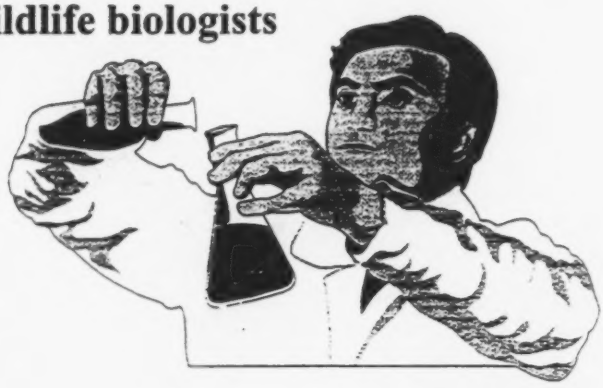
Natural Resources

People in these jobs are good problem solvers, enjoy the outdoors, and like doing scientific research. They might have the following careers…

Foresters
Game wardens
Research assistants
Soil conservationists
Wildlife biologists



Social/Human Services

People in these jobs like doing things for other people, are friendly, and enjoy teaching people new things. They might have the following careers…

Coaches
Librarians
Ministers
Social workers
Teachers

Cosmetologists
Fashion coordinators
Housekeepers

Attorneys
Firefighters
Law enforcement officers

Chefs
Food service directors
Waitpersons

Career Pathways Survey

Read each of the following descriptions. Rank them from 1 (**most** like you) to 6 (**least** like you) in the order that best describes you. Use each number only once.

1	2	3	4	5	6
Most like you					**Least** like you

____ A. I like to write stories, draw, or play music in my spare time. A lot of people tell me I'm very creative and have a good imagination. If I could have any job, it would be one where I could use my creativity to design things or entertain people.

____ B. I enjoy arranging things -- everything from a party to a research paper. A lot of people tell me I'm very organized and tidy. If I could have any job, it would be one where I could give or take clear directions and work on specific tasks from beginning to end.

____ C. I spend my spare time fixing things around the house or taking appliances apart to find out how they work. People tell me I'm mechanically inclined and work well with my hands. If I could have any job, it would be one where I could use tools to build or repair things.

____ D. I am really interested in biology and in how the body works. People tell me I'm calm and patient and can make good decisions. If I could have any job, it would be one where I could help people or animals get better and stay well.

____ E. I really enjoy doing outside activities and studying plants and animals. People tell me I'm practical and good at solving problems. If I could have any job, it would be one where I could be independent and work outdoors or in a laboratory.

____ F. I like being with people and talking to them about their interests. People tell me I'm outgoing and caring. If I could have any job, it would be one where I could work with groups and individuals to make things better for other people.

Turn to the next page to find out which *Career Pathway* fits you best. If you marked letter A above with a 1 ("most like you"), read about the *Pathway* on the next page marked with an A.

Key to *Career Pathways* Survey

A = *Arts/Communications/Humanities*

Occupations in this Career Pathway are related to the visual, craft, and performing arts. You may be interested in a career in music, journalism/broadcasting, graphic design, interior design, or printing.

B = *Business Systems*

Occupations in this *Career Pathway* are related to business operation, administration, and management; and marketing and sales. You may be interested in a career in accounting, financial management, administrative support, or sales.

C = *Engineering/Industrial Systems*

Occupations in this *Career Pathway* are related to the technology necessary to design, develop, install, and maintain electrical, mechanical, and structural systems. You may be interested in a career in the building trades, architecture, engineering, or automotive services.

D = *Health Services*

Occupations in this *Career Pathway* are related to the diagnosis and treatment of diseases, disorders, and injuries; laboratory technology; nursing; and therapy. You may be interested in a career in medical/dental assisting, veterinary medicine, nursing, or physical therapy.

E = *Natural Resources*

Occupations in this *Career Pathway* are related to the natural sciences, agriculture, and the environment. You may be interested in a career in agricultural operations/farm management, wildlife biology, or forestry management.

F = *Social/Human Services*

Occupations in this Career Pathway are related to hospitality, personal and customer services, social services, education, legal services, and protective services. You may be interested in a career in education, law, social service, or culinary arts.

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The **Self-Inventory** in Step One, the exercises in Step Two, and the ***Career Pathways* Survey** in Step Three should have helped you come closer to making an initial *Career Pathway* selection. Based on what you now know about your interests, talents, and priorities answer the following questions.

1. Which *Career Pathway* do you think fits you best? _____
   _____

2. Why do you think this *Pathway* is a good choice for you? _____
   _____
   _____
   _____
   _____

Discuss this information with your teachers, school counselor, and family members. Ask them to share what they see as your strengths and talents. It is also helpful to ask them to share information they have about careers and the world of work. There are a variety of other career interest instruments. Your counselor will be glad to help you compare information from other interest inventories with the 6 *Career Pathways*.

Identifying Careers to Explore

Based on the information that you have gained about *Career Pathways* and individual careers, identify 5 - 10 careers that you would like to learn more about. Use career information resources to look up those occupations that you have listed. One helpful resource is the Occupational Outlook Handbook. This is a national publication that provides a description of an occupation and a list of jobs within that occupation. Ask your counselor to help you find this resource and to suggest others that you may want to use.

As you investigate each occupation, think about how it matches what you found out by taking the **Self-Inventory** in Step One, the priority-setting exercise in Step Two, and the ***Career Pathways* Survey**.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Now, fill out a copy of the Career Investigation Worksheet for each of these careers.

Career Investigation Worksheet

Complete the following information for each of the careers you listed on the career identification sheet. Use the sources in italicized type to answer the questions.

Name of Career: _____

How does this fit what you want?

1. What are the basic job duties?
   Occupational Outlook Handbook

2. What is the average income (beginning and future)?
   Occupational Outlook Handbook

3. What kind of training is required?
   Postsecondary school or program catalogs and guides

   How long is it?

   Where is it available?

   How much does it cost?

   Are you willing to complete it and capable of doing so?

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How does this fit what you want?

4. What is the job demand/employment outlook: rapid increase, faster than average increase, average increase, slower than average increase, stable, or decrease?
Occupational Outlook Handbook

5. What are some related occupations?
Occupational Outlook Handbook/Local interviews

6. How interested are you in this occupation: high, medium, or low?

7. If you are interested, what do you need to do next?

List next steps below. These may include exploring the career field further, selecting courses that will help you succeed in this career field, and contacting schools and other programs for information.

Step 4. Complete a Course Plan and Individual *Career Pathways* Plan

Connections between Classes and Careers

The classes you take in school will affect what you can do after school, whether it's getting a job right away or getting training at a community college. Look at the charts on the following pages and think about the connection between school and work. Many courses are needed for daily living activities even though they are not directly related to a career.

Talk to your family, your teachers, and your counselor about helping you develop a school course plan. They can also help you make plans for what to do after graduation.

Math at Various Levels is Important in a Wide Range of Jobs

Advanced levels of math theory are required for the following jobs. These are only a few examples.	*Applying math skills is important in the following jobs. These are only a few examples.*	*Practical mathematics is needed for the following jobs. These are only a few examples.*	*Arithmetic is important in the following jobs. These are only a few examples.*
Actuaries	Accountants and Auditors	Automobile Mechanics	Bank Tellers
Agricultural and Food Scientists	Aircraft Pilots/Flight Engineers	Bricklayers and Stonemasons	Billing, Cost, and Rate Clerks
Architects	Air Traffic Controllers	Broadcast Technicians	Bookkeepers and Accounting and Auditing Clerks
Biological Scientists	Computer Programmers	Carpenters	Cashiers
Chemists	Cost Estimators	Construction Inspectors	Counter and Rental Clerks
Computer System Analysts	Dentists	Electrical and Electronic Equipment Repairers	Insurance Claims and Policy Processing Clerks
Economists (theoreticians)	Drafters	Electricians	Loan and Credit Clerks
Engineers	Economics (applied)	Industrial Machinery Mechanics	Mail Carriers
Foresters and Conservation Scientists	Electrical and Electronic Technicians	Machinists	New Accounts Clerks, Banking Order Clerks
Geologists, Geophysicists, and Oceanographers	Engineering Technicians	Mechanics and Installers	Payroll and Timekeeping Clerks
Mathematicians	Financial Managers	Laboratory Technicians	Sales Counter Clerks
Mathematics Teachers	Insurance Sales Workers	Plumbers, Pipefitters, and Steamfitters	Stock and Inventory Clerks
Operations Research	Landscape Architects	Sheet Metal Workers	Weighers and Checkers
Physicists and Astronomers	Management Analysts and Consultants	Surveying/Mapping Technicians	
Statisticians	Optometrists	Tool-and-Die Makers	
	Pharmacists	Welders and Cutters	
	Physicians		
	Psychologists		
	Sociologists		
	Surveyors		
	Tax Examiners, Collectors, and Revenue Agents		
	Underwriters		
	Urban and Regional Planners		
	Veterinarians		

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Social Studies Is Important in a Wide Range of Jobs

Many jobs require you to understand how social groups and cultures work. Workers in the social sciences usually specialize in one of these social studies areas: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology. Most jobs in the social sciences require a bachelor's degree. Jobs that require social studies knowledge are:

- Accountants
- Advertising Agents
- Anthropologists
- Arbitrators
- Archaeologists
- Archivists
- Biographers
- Career Planning Counselors
- Clergy
- Climatologists
- Community Organizers
- Community Planning Specialists
- Curators
- Demographers
- Economists
- Ethnologists
- Family Relations Specialists
- Foreign Service Officers
- Genealogists
- Geographers
- Historians
- Hospital Administrators
- Industrial Managers
- Land Use Technicians
- Lawyers
- Librarians
- Market Research Analysts
- Public Relations Specialists
- Parole Officers
- Political Scientists
- Psychiatric Nurses
- Psychiatric Social Workers
- Psychiatrists
- Psychologists
- Public Administrators
- Publicity Writers
- Purchasing Agents
- Real Estate Brokers
- Recreation Therapists
- Rehabilitation Counselors
- Reporters and Correspondents
- Research Analysts
- Resource Mgmt. Specialists
- School Counselors
- Social Workers
- Sociologists
- Stockbrokers
- Teachers
- Underwriters
- Urban Planners

Language Arts at Various Levels Is Important in a Wide Range of Jobs

Advanced writing & speaking skills are required for the following jobs. These are only a few examples.	*Good writing and speaking skills are required for the following jobs. These are only a few examples.*	*Practical use of good spoken & written English is required for the following jobs. These are only a few examples.*
Announcers	Engineers (all fields)	Bellhop/Bell Captain
Newscasters	Agricultural Scientists	Counter & Rental Clerks
Counselors (all fields)	Salespeople (all fields)	Dental Hygienists
Clergy	Compositors & Typesetters	Food & Beverage Service Workers
Curators & Archivists	Computer Service Technicians	Home Health Aides
Lawyers	Court Reporters	Receptionists
Judges	Dentists	Information Clerks
Librarians	Employment Interviewers	Secretaries
Management Analysts & Consultants	Flight Attendants	Optometric Assistants
Producers, Directors, Actors, & Entertainers	Food Service Managers	Police Officers
Proofreaders	Geologists & Geophysicists	Postal Clerks
Public Relations Specialists	Hotel/Motel Managers & Assistants	Social Service Aides
Reporters & Correspondents	Insurance Agents	
Speech Pathologists	Clerical Supervisors	
Teachers	Legal Assistants	
Translators & Interpreters	Medical Assistants	
Writers & Editors	Medical Records Technicians	
Technical Writers	Optometrists	
Architects	Physicians	
Computer Programmers	Teachers' Aides	
Computer Systems Analysts	Travel Agents	
Educational Administrators		
Research Workers		
Urban & Regional Planners		
Sociologists		
Social Workers		

Science at Various Levels Is Important in a Wide Range of Jobs

Advanced levels of science are required for the following jobs. These are only a few examples.	*Applying science skills is important in the following jobs. These are only a few examples.*	*Practical knowledge of science is required for the following jobs. These are only a few examples.*
Agricultural and Food Scientists	Aircraft Pilots and Flight Engineers	Animal Caretakers
Architects, including Landscape Architects	Broadcast Technicians	Bakers, Manufacturing
Biological Scientists	Dental Hygienists	Chemical Equipment Operators
Chemists	Dental Laboratory Technicians	Cooks, except Short Order
Chiropractors	Dietetic Technicians	Cosmetologists
Curators, Archivists, Museum Technicians, and Restorers	Electrocardiograph Technicians	Dental Assistants
Dentists	Emergency Medical Technicians	Electricians
Dietitians and Nutritionists	Engineering Technicians (all specialties)	Firefighters
Engineers (all specialties)	Licensed Practical Nurses	Gardeners and Groundskeepers
Farm and Home Management Advisors	Medical and Clinical Laboratory Technicians	Machinists
Foresters and Conservation Scientists	Medical Records Technicians	Nursing Aides
Geologists, Geophysicists, and Oceanographers	Occupational Therapy Assistants	Pharmacy Assistants
Medical and Clinical Laboratory Technologists	Radio Operators	Plumbers, Pipefitters, and Steamfitters
Meteorologists	Surgical Technicians	Printing Press Operators
Occupational Therapists	Surveyors	Water & Waste Treatment Plant Operators
Optometrists		Welders and Cutters
Pharmacists		
Physical Therapists		
Physicians		
Registered Nurses		
Respiratory Therapists		
Speech Pathologists and Audiologists		
Teachers, secondary and college (sciences)		
Veterinarians and Veterinary Inspectors		

Course Plans of Study

Suggestions for courses for each *Career Pathway* and course planning charts are provided on the following pages. Not all courses are offered at all schools. For more specific information about courses offered at your school, look at your school catalog or talk to your counselor.

Arts/Communications/Humanities

Occupations in this *Career Pathway* are related to the creative, visual, craft, and performing arts. These may include music, journalism/broadcasting, graphic design, interior design, or printing.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives

(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Art (photography, design, drawing)	English electives	Music
Computer science	Foreign language	
Drama	Information Technology	

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Business Systems

Occupations in this *Career Pathway* are related to business operation, administration, management, and marketing and sales. These may include accounting, financial management, administrative support, or retail/wholesale sales or management.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives

(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Accounting	Computer science	Math electives
Business Management Technology	English electives	Sales and marketing

Engineering/Industrial Systems

Occupations in this *Career Pathway* are related to the technology necessary to design, develop, install, and maintain electrical, mechanical, and structural systems. These may include the building trades, architecture, engineering, or automotive services.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives

(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Automotive technology	Construction technology	Graphic design
Computer aided drafting	Electronics	Industrial Technology

Health Services

Occupations in this *Career Pathway* are related to the diagnosis and treatment of diseases, disorders, and injuries; laboratory technology; nursing; and therapy. These may include medical/dental assisting, veterinary medicine, nursing, or physical therapy.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives
(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Applied Biological Systems	Health	Nutrition
Computer science	Math electives	Science electives

Natural Resources

Occupations in this *Career Pathway* are related to the natural sciences, agriculture, and the environment. These may include agricultural operations/farm management, wildlife biology, forestry management, or groundskeeping.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives
(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Applied Biological Systems	Computer science	Landscaping
Agriculture business management	Environmental science	Science electives

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Social/Human Services

Occupations in this *Career Pathway* are related to hospitality, personal and customer services, social services, education, legal services, and protective services. These may include education, law enforcement, social service, or culinary arts.

First, fill in your required courses, then choose electives that match your *Career Pathway* and other interests. An important part of your learning are work-based experiences such as part-time jobs and cooperative education. List these as well.

Coherent Sequence of Instruction:

Year 6:	**Year 7:**	**Year 8:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 9:	**Year 10:**	**Year 11:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____
Year 12:	**Year 13 (after high school):**	**Year 14 (after high school)**
_____	_____	_____
_____	_____	_____
_____	_____	_____
Work based experiences:	Work-based experiences:	Work-based experiences:
_____	_____	_____
_____	_____	_____

Recommended areas of electives
(These courses may not be offered at all schools. Talk to your counselor about courses at your school.)

Child development	Culinary arts	Human Services Technology
Computer science	Hospitality management	Social studies electives

Individual *Career Pathways* Plan

Your *Career Pathways* Plan helps you keep track of things that may affect your *Career Pathway* decision. These may be changing personal interests or priorities, or finding out about a new type of job that doesn't exist today.

The individual plan is something you should complete with the help of your family, teacher, and counselor. Make sure that you update and review the information every year.

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 6

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 7

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

BEST COPY AVAILABLE

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 8

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 9

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 10

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 11

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Teacher's Name _____

Counselor's Name _____

Grade 12

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

Individual Career Pathways Plan

Your Name _____

Advisor's Name _____

Grade 13

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

_____

_____

Postsecondary career preparation plan: _____

_____

Additional comments:

_____

_____

_____

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Individual Career Pathways Plan

Your Name _____

Advisor's Name _____

Grade 14

Date updated _____

List career assessments taken and summary of results:

_____

_____

_____

_____

_____

Latest date completed Career Pathways Self Inventory: _____

Latest date completed Career Pathways Survey: _____

Pathway chosen: _____

Occupational fields considering: _____

_____

_____

Selected related courses: _____

_____

_____

_____

_____

Related work-based experiences: _____

_____

_____

Related extracurricular experiences: _____

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_____

Postsecondary career preparation plan: _____

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Additional comments:

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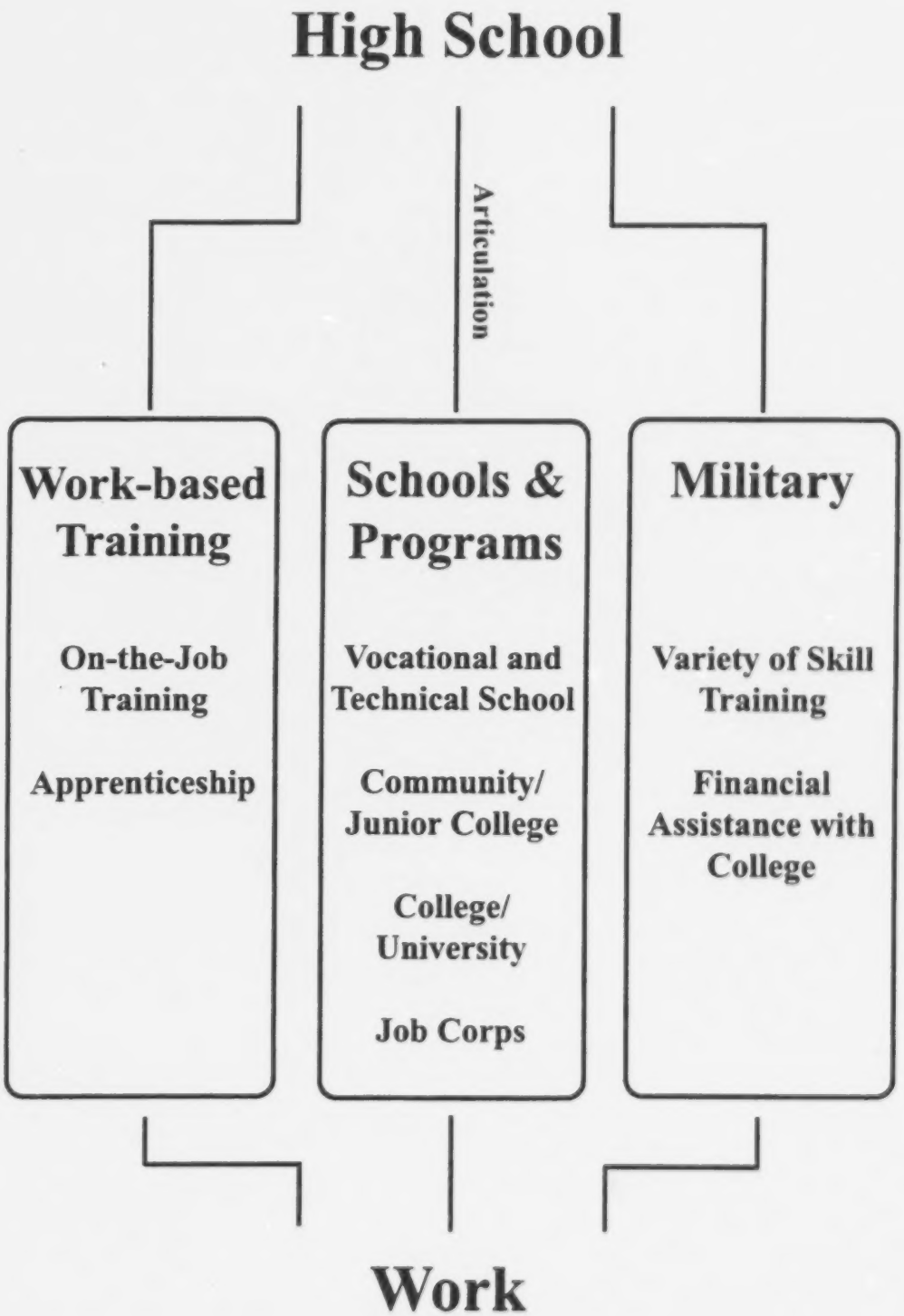
Career Pathways…

What are my career preparation choices after high school?



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How Can Career Preparation Choices Be Explored?

Apprenticeship:	Apprenticeship is a 3-to-4 year training program where you earn money while you learn working on the job. You receive a license at the end of training. •You can get addresses to write for more information about area programs from your counselor or from books and computer programs that your counselor recommends. You can also talk to members of local unions for the areas you are researching.
Articulation:	You may be able to get credit for some preapproved high school courses at a technical school or college. •You can learn about these from your counselor or at the local library.
College/University: (Bachelor's Degree/ Graduate Degree)	A bachelor's degree requires approximately 4 years of college. A master's degree usually requires 1 to 2 years of college beyond the bachelor's degree. A minimum of a bachelor's degree is required for about 20 percent of the occupations in the United States. Entrance requirements depend on the program/major. •You can learn about colleges and universities and the programs they offer by reading resources such as the *College Handbook* and the *College Data Handbook*, by looking at school catalogs, and by using computer programs. For specific information about colleges or universities, contact those schools' admissions offices by telephone or letter.
Community/Junior College:	Community colleges offer 2-year associate degree programs or credit transfer to a college or university where you can pursue a bachelor's degree. Most community colleges have an open enrollment policy for high school graduates and individuals with GEDs. •You can learn about community colleges and the programs they offer by reading resources such as the *Chronicle Two-Year College Data Book* and Peterson's *Guide to Two-Year Colleges*, by looking at college catalogs, and by using computer programs. For specific information about colleges, contact those schools' admission offices by telephone or letter.
Job Corps:	Vocational/skill training is provided at various locations throughout the state. Training, room and board, and sometimes child care are provided free to economically disadvantaged youth, male and female, ages 17-20. •You can contact your local State Employment Office for information.
Military:	Specific skill training as well as assistance with college/university tuition is provided. •Contact your local armed services recruiting office or the ROTC program at your school.
On-the-job training:	Some occupations do not require training prior to employment. •You can learn about these occupations by reading books and using computer programs that your counselor recommends. You can also talk to people in these occupations to get a better understanding of the occupations.
Vocational Technical/ Trade School:	Programs at these schools are generally 1 month to 2 years in length. Examples of vocational technical/trade school programs include practical nursing, robotics, and business. •You can learn about them by using computer programs, by talking to your counselor, or by going to the library and looking at resource college directories such as the *Technical Trade and Business School Data Handbook*.

How Can Educational Options Beyond High School Be Evaluated?

1. Do comparison shopping. To help you narrow down your choice of colleges or training programs, consider factors such as:

   - Academic/career programs
   - The faculty that teach the classes
   - The school's reputation in fields that interest you
   - Graduation and placement records
   - Cost and availability of financial aid
   - Geographic location
   - Enrollment
   - Support services
   - Environment, including housing, cultural activities, and student body demographics

2. Ideally, you should not decide on a school or program until you are able to visit the site. Find out what it is really like and if you feel comfortable there. During your visit, you can tour facilities, meet faculty, talk to students, and ask questions of admissions counselors and financial aid administrators.

3. Call or go to the admissions office and get an application packet.

   - Learn about the educational opportunities that are available. Ask about program length or time commitment for these opportunities.
   - Ask about admissions/acceptance requirements and application deadlines. (These may be different for each school or program.) You will do your best at a college for which you are academically prepared. The grade point average and entrance exam scores of entering freshmen from previous years may also be a good indication of how well you will fit academically at schools you are considering.
   - Find out about student services like tutoring and academic assistance.
   - Ask if information is available regarding graduates/program completers. For example, ask about the percentage of students who graduate or complete the program and the types of jobs that graduates/program completers obtain.
   - Obtain information on job placement services. Ask for examples of hiring employers.

4. Visit the financial aid office.

   - Determine the cost of the education you want. Items to consider include tuition, fees, books, equipment, supplies, and estimated room and board.
   - Get a financial aid application packet.
   - Learn about the different types of financial aid, application processes, and application deadlines.

Congratulations!!

You have made some very important decisions that will help you find a job you'll enjoy.

You will face many more decisions in the years to come. Your teachers, counselors, and family can help you.

Good luck!!

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